

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice AS-2113

For: FSA Offices

Cut-Off for FY 2006 State and County Office Purchases

Approved by: Acting Deputy Administrator, Management



1 FY-End Purchase Card Management System (PCMS) Activities

A Background

FY obligation and expenditure data is used for many purposes, including budget formulations, basis for allotments, and reporting to Congress. These uses make it very important that purchases be coded to the correct budget object code (BOC). Purchases for supplies and services that are paid by purchase card or convenience check are initially obligated to BOC 2617 for non-Federal and 2671 for Federal and **must** be reconciled to the correct BOC. In general, purchase cardholders are very timely in their reconciliations; however, the timing of reconciliations can become an issue at the end of FY since most agencies, including FSA, operate under an annual appropriation. This requires that the financial systems close at the end of each FY. To complete those year-end close activities, PCMS will shut down on or about September 25, 2006, and will become available on or about October 9, 2006.

Purchase cardholders need to be aware of these dates and requirements when planning purchases at or near the end of FY.

B Purpose

This notice informs FSA purchase cardholders of:

- timeframes for purchasing:
 - supplies and other easily planned items
 - emergency items or those triggered by date
- reconciliation requirements.

Note: Procedures are the same for Federal and non-Federal cardholders.

Disposal Date	Distribution
November 1, 2006	All FSA Offices; State Offices relay to County Offices
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1 FY-End Purchase Card Management System (PCMS) Activities (Continued)

C Contact

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- e-mail at **diane.cudd@wdc.usda.gov**
- telephone at 202-690-1061.

2 FY-End Purchasing

A Easily Planned Purchases

When possible, purchase cardholders should complete purchases for items such as supplies and materials or other easily planned purchases by September 8, 2006. This allows the:

- majority of purchases to be processed and entered into PCMS for cardholders to reconcile in a timely manner with FY 2006 accounting codes
- initial year-end close financial and budget reports to be as accurate as possible by having funds associated with the correct BOC's.

B Date-Triggered and/or Emergency Purchases

Purchase cardholders may continue to make necessary administrative purchases up to and including September 30, 2006, however, be aware those purchases will not appear in PCMS until after October 1, 2006. For FY 2006 transactions processed in FY 2007 by PCMS, purchase cardholders **must** change the accounting code in PCMS to reflect the correct FY 2006 accounting.

Note: Transactions started in September while PCMS is shut down will reflect an initial FY 2007 line of accounting. The line of accounting **must** be changed to reflect the correct FY 2006 line of accounting as soon as the purchase is available for reconciliation in PCMS.